

Minutes
Pre-proposal Conference
Tuesday, November 19, 2013
“Women, Infants and Children (WIC) Program Local Agency for Targeted Areas
in Baltimore City”
DHMH OPASS #14-13596

Attendees

Catherine Carter, DHMH/OPASS
Vern Shird, DHMH/PHPA
Gene Nadolny, MD WIC
Robert Bruce, MD WIC
Maura Shea, MD WIC
Silvia Rivera, MD WIC
David Paige, Johns Hopkins WIC
Patricia Bell-Waddy, Johns Hopkins WIC
Erin Wick, Johns Hopkins WIC

Gene Nadolny, Contract Monitor, welcomed all to the Pre-proposal Conference and directed introductions, after which, Cathy Carter, Contract Officer, gave the purpose of the RFP and the offeror’s minimum qualifications for submitting a proposal along with an overview of the procurement process. Ms. Carter stated that minutes were being taken of the meeting and would be distributed to everyone in attendance and to everyone known to have received a copy of the proposal. She stated that if you decide not to submit a proposal, to please complete and return **pg. ii** which is a feedback response form which helps the Department in planning future procurements.

Ms. Carter stated that subsequent to the pre-proposal conference, written questions will be accepted until there is insufficient time to do so before the due date. Also, questions and answers will be distributed to all vendors known to have received a copy of the proposal.

Questions and answers as well as the minutes from this pre-proposal will be posted on eMM and the DHMH website. Please remember that in order to receive a contract award, a vendor must be “registered” on eMM. Registration is free. Please review Subsection 1.8 for details and website addresses.

Subsequent questions should be submitted no later than five (5) days prior to the proposal due date. Based on the availability of time to research and communicate an answer; will determine whether an answer can be given before the proposal due date. So try to get questions to us as soon as possible.

The contract resulting from this solicitation will be for 5 years beginning on or about July1, 2014.

The Procurement Method for this solicitation is Competitive Sealed Proposal.

Offerors are required to submit their responses to this particular RFP in one volume – the technical proposal. There is no financial proposal associated with this RFP.

Directions for Submission of Proposals:

The envelope containing the technical proposal shall include the following:

- Organization's (Offerer) business name and address
- Closing date/time for receipt of proposal
- Name of the RFP
- The technical proposal must be consecutively numbered as referenced in the RFP (Section 4 – Proposal Format).
- A brief transmittal letter on company letterhead and signed by an authorized signer to commit to the services and requirements of the RFP is requested
- Please be sure to include your Federal ID or Social Security Number
- Acknowledgement of addendum, if any
- Include email address
- Subsection 4.4 lists all of the required documents to be submitted with your technical proposal. **Give special attention to subsection 4.4.2 listing any additional required technical submissions
- Technical proposal shall consist of:
 - 1- Unbound original
 - 4- Copies
 - 1- Electronic version in Microsoft Word format
 - 2nd electronic version in searchable PDF format for any public information request. This copy shall be redacted so that confidential and/or proprietary information has been removed.
- Within 5 days of being notified of its recommendation for Award, the offerer must complete and submit the contract affidavit set forth in Attachment C
- If there any questions who the Resident Agent is, contact the State's Corporate Charter division.
- Proposals will be evaluated by a committee organized just for that purpose, and will be based on the criteria set forth in the RFP, under Section 5 - Evaluation Criteria and Selection Procedure. The technical criteria, which are listed in descending order of importance, can be found in Subsection 5.2.
- As noted in Subsection 5.5 under Selection Procedure, the contract will be awarded to the responsible offerer that submitted the proposal determined to be the most advantageous to the State, considering the technical evaluation. Any unsuccessful offerer can request a debriefing.
- Proposals for this solicitation are due on or before Friday **December 6th, 2013 @ 2PM.** No proposals will be received after the deadline.

The three acceptable means of delivering a proposal are:

1. The U.S. Postal Service

2. Hand Delivery by Offeror - ask for receipt
3. Hand Delivery by Commercial Carrier - ask for receipt

Scope of Work

In Chapter 3, page 24, a local agency in targeted areas in Baltimore City will be responsible to provide the following:

- Enrolling applicants into the WIC program
- Providing supplemental food through the WIC Food Instrument System
- Making nutrition and food services available
- Providing referrals to healthcare and other social service agencies as needed.
- Food delivery system - educating the participants on usage

The organization awarded a contract must comply with the federal and state WIC regulations, federal OMB Circulars, and the Maryland WIC Program's Local Agency Policy and Procedure Manual in administering the Program, purchasing items, and maintaining financial records.

There are three eligibility criteria an applicant must meet to be enrolled in the WIC Program. These are income, residence, and nutrition risk.

The WIC Program is a nutrition education program and nutrition education services are a main component of the Program. Staff counsel participants according to their category and nutritional risk.

Checks are printed at the individual clinics for the participants to use at the authorized grocery stores in Maryland.

The financial management system requires records of all expenditures and prior approval from the financial unit for those items listed in the regulations and procedure manual.

Internal monitoring is required. A sample monitoring form is included in the procedure manual. The Contractor can create their own monitoring form provided it includes the topics listed on the sample form.

The Contractor will be assigned an annual caseload that is the estimated number of participants the Contractor will provide WIC Program services. It is important for the Contractor to conduct outreach to maintain that caseload assignment. If the caseload assignment is not met, there is a possibility that the caseload assignment may be decreased the following year. Annual funding is dependent on caseload and decreased funds could potentially have an impact on salaries and the number of employees that the Contractor needs in order to provide the WIC services.

The WIC Program provides all the computers necessary to enroll participants and provide services. The Contractor is required to maintain an inventory, and if anything is broken, or requires maintenance, the Contractor must contact the State WIC Office. State WIC staff is available to provide assistance as far as maintaining records.

The RFP contains a list of the locations of the current clinics. We would like the organization who will be awarded a contract for the RFP to provide services at these locations or locations near the existing clinics. The size of the clinics is dependent on the number of participants being served at each clinic, the number of days a clinic is open, appointment times available, and the number of staff. There are federal requirements on the timeframes that an applicant must be determined eligible for the Program once they request an appointment.

The outgoing transition plan is when another organization is awarded the subsequent contract. An inventory must be submitted to the Department Contract Monitor. A schedule will be created to return all equipment to the State WIC Office or to other clinic locations.

All leases should include language that the lease of the space is for providing WIC Program services and if by chance your organization is not awarded the subsequent contract, whoever is that contract has the ability to continue with that particular lease.

MBE Requirements:

There are no MBE requirements for this RFP.

Questions and Answers:

Dr. Paige: In the enumeration of the current clinics, we have some additional clinics that are currently operating, and we would intend to list those as well.

Answer: Definitely. Yes.

Erin Wick: When filling out the forms, some line items ask for contract numbers. Is that after the contract is awarded?

Answer: Yes. Those blank spaces will be filled in after notification of award by the procurement office. The OPASS number on the front page of the RFP can be included on the forms that are required with submittals.

Dr. Paige: In a sense, with the award of the contract, it would then have the contract number that would go in that line.

Answer: Yes, it will be typed on the forms, but in the meantime, you can write in the OPASS number.

Gene: Subsection 4.4.2 lists the documents that are required to be submitted with your proposal.

There being no further questions the Pre-proposal conference ended 10:28 AM, November 19th, 2013.